

## **MEMORANDUM**

**TO:** Grant Applicants

**FROM:** Natalie Weeks, Cultural Arts Board Coordinator

**DATE:** February - 2007

**RE: Grant Applications for FY 2008 Funding**

The FY 2008 "General Operating" and "Special Project" grant forms, as well as information about the grant programs and the Harford County Cultural Arts Board (HCCAB) are available now on-line for your convenience. There will NOT be a mailing of these grant forms or supporting documents unless requested.

**Please read all enclosed material carefully.**

In order to be eligible for funding, applications must be **typed**, not bold-faced, and must be received at the HCCAB office at 212 South Bond Street, Bel Air, MD, no later than 7:00 p.m. **April 2, 2007** (No exceptions!) Any organization wishing to receive a grant must be a 501(c)(3) non-profit, tax-exempt organization in Harford County, Maryland. Only non-profit organizations or organizations in the process of receiving this status will be eligible to receive grant money. If your organization does not have tax-exempt status, it is important to file for it with the Internal Revenue Service before applying for the FY' 04 grant funds. Contact the IRS at 1-800-829-3676 and ask for Publication 557 and Forms 1023 and 1024. Or visit IRS online.

Grants are funded through fiscal appropriations from the Harford County Government and a "Community Arts Development (CAD) Program" from the Maryland State Arts Council. The HCCAB will review the applications in April and May, and the final award determination will be made in June when the actual funding level is known. Notification of amount awarded will be sent in July. A grant check of 3/4 of the total amount will be sent in September with the remaining 1/4 of the total amount sent the following February.

The grant forms are available on-line at [www.harfordcountymd.gov](http://www.harfordcountymd.gov). **The grant information is found on the right under "Public Interest" (Community Arts Development Grants) or found thru the dropdown menu "Select Department" in the center of the home page.** The forms can be typed on line, printed off, but not saved. Be sure to print a COPY for your records. If you have any questions or wish to receive a diskette, please call the office at 410-638-3578, 8 a.m. to 12 p.m. Monday through Friday.

Natalie Weeks  
HCCAB Coordinator

## GRANT REQUIREMENTS

Any organization receiving a grant from the Harford County Cultural Arts Board:

- Must have been incorporated in Maryland as a not-for-profit and have received 501(c)(3) tax-exempt status from the U.S. Internal Revenue Service.
- Must be located in Harford County, Maryland. Their projects, exhibitions or events must be programmed in Harford County, Maryland.
- Must submit a "Final Report", both narrative and financial by September 30<sup>th</sup> of each year. The Final Report form will be mailed to you in July. Failure to file a Final Report will result in:
  1. Requested return of the grant funds for that year;
  2. Forfeit of the awarded grant funds for the coming year, and;
  3. The inability to request funding in the future without the completion of the Final Report.
- Must give credit for grants to the Maryland State Arts Council and the Harford County Government in brochures, new releases, programs, publications and other publicity materials. When no written material is used, verbal recognition must be given. Suggested wording:

"This program has been assisted by grants from the Maryland State Arts Council and the Harford County Government through the Harford County Cultural Arts Board."
- May not use funds for capital improvements or purchases of permanent equipment.
- May not apply for funds for unfinished special projects that have received prior funding from the Community Arts Development Grant Program through the Harford County Cultural Arts Board.
- Must maintain complete and accurate records of all activities connect with the grant.
- Must notify the HCCAB coordinator in writing if a significant change is made in any HCCAB-funded program of project.
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.

Upon being awarded a grant, the organization will receive a contract stating these requirements. This contract must be signed and returned to the HCCAB.

## **GRANT INFORMATION**

### **SPECIAL PROJECT GRANT FY 2008**

- ◆ Support Period: Projects may not begin before July 1, 2007 and must be completed by June 30, 2008.
- ◆ Grant Application Due: No later than 7:00 p.m. APRIL 2, 2007. There will be no exceptions.
- ◆ Purpose: Under this program, the Harford County Cultural Arts Board offers financial assistance for a wide range of short term projects. Special Project Grants provide support for arts activities of non-arts organizations or new activities of existing arts organizations.
- ◆ Funding Categories:

Children's Events	Dance	Folk Arts	Literature	Media
Multi-Discipline	Music	Theater	Visual Arts	
- ◆ Eligibility:
  1. Organization must be a not-for-profit, tax-exempt organization in Maryland.
  2. Organization must have been in existence for one (1) year prior to the application.
  3. Project must take place in Harford County.
- ◆ Support:

The HCCAB supports:

  1. New activities within existing arts organization.
  2. Innovative art activities in libraries, community centers, religious, civic, and educational institutions, or other non-art organizations.

The HCCAB does not support:

  1. Capital improvements or purchases of permanent equipment.
  2. Endowment campaigns or other fund-raising activities.
  3. Activities for the exclusive benefit of an organization's members.
- ◆ Funding Amounts: Request may not exceed 50% of the cost of the project, excluding any in-kind contributions.



**SPECIAL PROJECT GRANT**  
**APPLICATION**

**FY 2008**

**(July 1, 2007 - June 30, 2008)**

**DEADLINE**  
**APRIL 2, 2007**  
**7:00 P.M.**

Harford County Cultural Arts Board  
c/o Coordinator  
212 South Bond Street  
Bel Air, MD 21014  
410-638-3578

**OFFICE USE**

Rec'd \_\_\_\_\_ Req. \_\_\_\_\_  
Appl # \_\_\_\_\_ Grant \_\_\_\_\_  
Panel \_\_\_\_\_ Denied \_\_\_\_\_

Under which artistic category are you applying? Check only one.

\_\_\_\_\_ Children's Event      \_\_\_\_\_ Literature      \_\_\_\_\_ Music  
\_\_\_\_\_ Dance      \_\_\_\_\_ Media      \_\_\_\_\_ Theater  
\_\_\_\_\_ Folk Arts      \_\_\_\_\_ Multi-Discipline      \_\_\_\_\_ Visual Arts

Applicant Organization \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone (Office) \_\_\_\_\_ Phone (Home) \_\_\_\_\_

Number of full-time paid personnel \_\_\_\_\_ Number of part-time paid personnel \_\_\_\_\_

Number of volunteers \_\_\_\_\_ Number of artists participating and/or benefiting \_\_\_\_\_

Total audience anticipated \_\_\_\_\_ Is your programming handicapped accessible: ☐ Yes ☐ No

List General Operating and Special Project Grant requests you have filed with HCCAB in the last three years:

**GENERAL OPERATING**

	Requested	Received
FY '07	\$ _____	\$ _____
FY '06	\$ _____	\$ _____
FY '05	\$ _____	\$ _____

**SPECIAL PROJECT**

	Requested	Received
FY '07	\$ _____	\$ _____
FY '06	\$ _____	\$ _____
FY '05	\$ _____	\$ _____

Date of founding \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

I hereby certify that \_\_\_\_\_

Applicant Organization

is a non-profit agency, registered as such with the Internal Revenue Service and that the employer identification number/registration number is \_\_\_\_\_.

Signature of Officer \_\_\_\_\_ Title \_\_\_\_\_

**ORGANIZATION HISTORY, PURPOSE, AND PLAN:**

Answer the following questions carefully. Each is designed to present a comprehensive history and description of your organization. Use only the space provided.

Give a brief history of your organization:

What is the nature and scope of your organization's activities:

Discuss what you perceive to be the artistic/cultural merits and contributions of your organization to the community:

Describe the size and composition of the audiences served by your organization and the methods used to inform the public of your programs:

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**TITLE OF PROJECT:** \_\_\_\_\_

Have you applied for HCCAB funding for this project in the past three years? ☐ Yes ☐ No

If yes, give years and grant awards.      FY '07 \$ \_\_\_\_\_      FY '06 \$ \_\_\_\_\_      FY '05 \$ \_\_\_\_\_

**Describe the project.** Please be specific covering as many of the following points as possible: How does the project promote new or existing art forms? How does the project reach new audiences? How does the project include minorities in the planning and execution? Include specific participating artists, dates, sites, etc; describe how artists were chosen. THIS SPACE AND ONE ADDITIONAL 8-1/2 X 11" SHEET MAY BE USED.

**COMPLIANCE:** I, the undersigned, certify that all information contained in this application is true and accurate. I have been authorized by my board of directors to submit this application to the Harford County Cultural Arts Board on their behalf.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Typed name of signer \_\_\_\_\_

Date \_\_\_\_\_

## BUDGET

Include only expenses & revenues or proportionate share of same allocated to this special project.

### EXPENSES

Personnel - Artistic	
Personnel - Technical	
Personnel - Administrative	
Space (Rent & Utilities)	
Marketing (Promotional	
Supplies & Materials	
Equipment Rental	
Fundraising	
Travel	
Remaining Expenses (Itemize)	
<b>TOTAL EXPENSES</b>	

### IN-KIND SERVICES\*\*

Cost of Service(s)	
Equipment	
Fees	
Supplies & Materials	
Travel	
Other (Itemize)	
<b>TOTAL IN-KIND SERVICES</b>	

### REVENUES

Admissions	
Corporate Support	
Foundation Support	
Private Support	
Government Grants	
National Endowment for the Arts	
Other Federal Grants	
Regional Grants	
Maryland State Arts Council	
Other Maryland State Grants	
MSAC/AIE (Artists in Education)	
Harford County Cultural Arts Board	
Other County/City Grants	
Loans - Commercial (non-capital)	
Loans - Private (non-capital)	
Memberships	
Fundraising	
Other Revenue (Itemize)	
<b>HCCAB FY '08 GRANT REQUEST*</b>	
<b>TOTAL REVENUE</b>	

**TOTAL EXPENSES AND TOTAL REVENUES MUST BE THE SAME AMOUNT.**

\*HCCAB Grant request may not exceed 50% of the total revenue, excluding in-kind contributions.

\*\*IN-KIND SERVICES: In-kind services, normally not matched by funds from the HCCAB, are services which ordinarily would be paid for by your organization but are being voluntarily contributed to help carry out this project. Volunteer services by a professional person may be claimed at his/her regular rate as long as the services rendered are of a professional nature and are within the professional's field.